



ADVISORY FOR CHANGE(S) IN PARTICULARS

A. INSTRUCTIONS:

1. This is a fillable PDF form and you can type all the required particulars and use your electronic signature if you do not wish to print and fill the form and submit the same to TSLS.
2. All the required information must be completely filled by the applicant.
3. All required documents/evidences must be attached.
4. Incomplete and late applications will not be processed by TSLS. Visit www.tsls.com.fj or our Facebook Account (TertiaryScholarships and Loans Service) for information on due dates for each academic term and year.
5. Duly completed forms must be emailed to the appropriate email address below:
 - a. Students on Scholarships Scheme for Higher Education on schand@tsls.com.fj
 - b. Students on Skills Qualification (TVET) Scheme on jlal@tsls.com.fj
 - c. Students on Study Loan at FNU, UOF and CCTC on sprasad@tsls.com.fj
 - d. Students on Study Loan at USP, Fulton and SIT on ssingh@tsls.com.fj
6. Allowances for TELS applicants will only be approved if the combined parental/guardian income is up to \$50,000 per annum and subject to the Study Where You Live (Zoning) Policy. Refer to our website www.tsls.com.fj for details on the zoning policy.

B. PERSONAL DETAILS

TIN Number:		Student ID No:	
Surname:		First Name:	
Students Phone Contact:		Email Address:	
Parents Phone Contact:		Institution Name:	
Campus Name:		Program of Study:	
Major(s)/Minor:		TSLS Scheme Name:	
Year of Commencement under TSLS Scheme:		Term of Commencement under TSLS Scheme:	

C. PARTICULARS OF CHANGE

Requested Change (Please Tick)	Description of requested change	Mandatory Documents to Submit
	Deferment of Studies	Letter of request with evidence (medical reports etc.) for the reason(s) for the deferment.
	Reinstatement of Studies	Letter explaining from when and why were you suspended from TSLS or had deferred/abandoned your studies etc. Full academic transcript to be attached also.
	Change in E-Ticket Card Number	Previous Card Number: New Card Number:
	Change in M-Paisa/Bank Account Details	Previous Number: New Number: Account Name:..... Bank Name (If using Bank): (Attach a copy of the bank statement registered under your name)

Application for Allowances (This section is to be used by the students who are applying for the allowances for the first time and those who are submitting the new rent agreement/ hostel letters required by TSLs). For those resubmitting the rent agreement/hostel letter, there is no need to resubmit all documents. Just attach the new rent agreement or the hostel letter).	Category of Allowance Applying for		Amount applying for	
	Rent /Hostel (maximum of \$250/month)		(per month)	
	Food (maximum of \$50/week)		(per week)	
	Bus Fare (maximum of \$41/week)		(per week)	
	Incidental and Stationery (maximum of \$1000/annum)		(per annum)	
	E-Ticket Card No: (If applying for bus fare)			
	M-Paisa/Bank Account Number			
	Bank Name (If not using M-Paisa)			
<ul style="list-style-type: none"> i Parents/Guardians recent salary slip (working parents/guardians) or Statutory declaration by parents/guardians (Non-working/self-employed). ii Bank Statement with an active account registered under your name if you wish to receive the allowances in the nominated bank account. iii Evidence of residential address (Voter ID, Electricity, Water Bills etc. which has the residential address shown) for the hostel, rented property or place where you will stay during the course of your studies. iv Independently witnessed rental agreement if applying for rent or hostel confirmation letter from the higher education institution if applying for hostel. v Letter signed by the parents/guardians that they are authorizing you to apply for the allowances. 				
Adjustment to allowances (To be filled by the students who are applying changes to the allowance rates or new allowances to the existing approved allowances)	Category of Allowance		Current TSLs approved rate	Adjusted Amount Requesting for
	Rent/Hostel (no more than \$250/month)		(per month)	
	Food (no more than \$50/week)		(per week)	
	Bus Fare (no more than \$41/week)		(per week)	
	Incidental and Stationery (no more than \$1000/annum)		(per annum)	
	E-Ticket Card No: (If applying for bus fare)			
	M-Paisa/Bank Account Number			
	Bank Name (If not using M-Paisa)			
<ul style="list-style-type: none"> i Parents/Guardians recent salary slip (working parents/guardians) or Statutory declaration by parents/guardians (Non-working/self-employed). ii Bank Statement with an active account registered under your name if you wish to receive the allowances in the nominated bank account. iii Evidence of residential address (Voter ID, Electricity, Water Bills etc. which as the residential address shown.) for the hostel, rented property or place where you will stay during the course of your studies. iv Independently witnessed rental agreement if applying for rent or hostel confirmation letter from the higher education institution if applying for hostel. v Letter signed by the parents/guardians that they are authorizing you to apply for the allowances or adjustment to the rates. 				
Termination of Award <i>(For students who wish to terminate and withdraw from the scheme)</i>		<ul style="list-style-type: none"> i Letter of request signed by you requesting TSLs to terminate the award, along with any evidences such as academic transcript, medical certificates etc. 		
Withdrawal from Courses/Units <i>(This section is to be used only by the students who wish to withdraw from a course(s) within</i>		<ul style="list-style-type: none"> i. List of courses/units to withdraw:..... ii. List of courses/units to add:..... iii. Completed Enrollment Adjustment Form signed by the HEI. iv. Letter signed by you explaining the reason(s) for the proposed withdrawals. 		

	<i>the first three weeks of lectures for each academic term)</i>	
	Late withdrawal from courses/units <i>(This section is to be used by students who wish to apply for withdrawal from courses/units after week 3 of lectures for each academic term)</i>	i. List of courses/units to withdraw:..... ii. Letter from HEI confirming the Provisional Coursework till the planned point of withdrawal. iii. Letter signed by you explaining the reason(s) for the planned withdrawal(s) with supporting evidence(s).
	Summer/Winter Class	i. Confirmation of enrollment from the Institution. ii. Full academic transcript.
	Change in Accommodation <i>(For students who plan to switch from rent to hostel or hostel to rent)</i>	i. Independently witnessed rental agreement for those switching from hostel to rent. ii. Hostel confirmation letter for those switching from rent to hostel. No more than \$250/month for hostel fees will be paid by TSLs.

D. APPLICANTS DECLARATION

The information provided in my application is, to the best of my knowledge, complete and accurate, and I understand that provision of false information in this application will disqualify me from the scheme and result in the termination of the award. I also understand that TSLs reserves the right to seek any additional information deemed necessary for the purpose of assessing this application. I have also fully read and fully understood the terms and conditions of this application as stated in Part A of this form and also the schemes policies available on the TSLs website: www.tsls.com.fj

Applicants Name:	Applicants Signature:	Date:
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E. For Official Use Only

The application has been:	Approved	Declined	
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Basis of the decision/Conditions of approval

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TSLs Decision Officer:	Date:
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For Official Use only

Date Entry Officer's Name:	Signature:	Date:
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Data Entry Verifying Officers Name:	Signature:	Date:.....
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